

IIE OFFICER DESCRIPTIONS

PRESIDENT

- Hold strategic planning meeting to determine chapter goals, objectives and strategies
- Create (with input from officers) annual Chapter Plan document and communicate to officers, members, and Region Vice President (RVP).
- Maintain ultimate responsibility for ensuring that all chapter requirements are met and that the chapter is operated according to the specifications of the IIE and chapter Constitution & By-laws.
- Serve as primary point of contact with IIE leadership, Headquarters staff, and all outside companies, organizations, and individuals. Process mail from Headquarters and forward to appropriate officers.
- Act as Executive Board Member for The College of Science and Engineering
- Attend President's Meetings with Student Organizations Co. (3 of 4 meetings required per semester), or send a representative officer in the President's place.
- Oversee and coordinate activities of all other officers.
- Plan and run monthly board meetings.
- Establish and oversee committees as necessary.
- Develop, assist, motivate, and recognize all other officers.
- Coordinate election of officers for next year.
- Attend Leadership Training either in Region or at annual conference.
- Train new President, turn over all records and documents, and ensure smooth transition to next administration.
- Appoints "Meeting Manager" for each scheduled public IIE meeting

VICE PRESIDENT

- Assist the President as required and assume his/her duties when necessary due to President's absence.
- Assist in coordinating meetings and scheduling guest speakers.
- Provides information regarding guest speakers to Secretary for thank you letters.
- Purchase and present gift to president at end of chapter year.
- Attend Leadership Training either in Region or at annual conference.
- Train new VP or President-Elect, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President

IIE OFFICER DESCRIPTIONS

SECRETARY

- Compile information/documentation for IIE Binder.
- Maintain IIE Binder for current year and prepare binder for next year.
- Take minutes at officer meetings and general meetings.
- Ensure attendance sheets are available, signed, and filed in IIE Binder.
- Train new Secretary, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meeting (task list) as delegated by President

TREASURER

- Prepare (with input from officers) annual budget
- Maintain chapter bank accounts and keep the books.
- Based upon financial statements, update budget monthly and prepare monthly account summaries for review at officer meetings.
- Collect money and issue receipts at all chapter functions.
- Deposit receipts and pay chapter bills in a timely fashion.
- Plan annual audit.
- Submit annual tax form(s).
- Train new Treasurer, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President

CHAPTER RELATIONS DIRECTOR

- Ensures good standing with the following campus organizations: SOC, ABS, and CASO.
- Ensures good standing with national IIE.
- Ensures all necessary data is collected for submission of Chapter Activity Report (CAR).
- Ensures submission of CAR from to HQ and RVP within the submission deadline.
- Monitors chapter health status with regard to CAR measurements and suggests improvements.
- Train new Chapter Relations Director, turn over all records and documents, and ensures smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President

IIE OFFICER DESCRIPTIONS

PROGRAM DIRECTOR (“EVENT COORDINATOR”)

- Responsible for scheduling/organizing fundraisers, t-shirt sales, social events, plant tours with input from the officers.
- Provide information plant tour hosts to chapter Secretary for thank you letters.
- Ensure that Evaluation Forms are completed by all attendees at each chapter program.
- Compile, analyze, and summarize monthly/annual Program Evaluations
- Introduce speakers at monthly meetings and present thank you gifts
- Train new Program Director, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President

MARKETING/COMMUNICATIONS/PUBLIC RELATIONS DIRECTOR

- Promotes the Institute, the chapter’s programs and services.
- Maintain a list of contacts with business and sponsors.
- Works with Webmaster to provide material for website
- Produce, distribute, e-mail all meeting, social event, tour, etc., flyers.
- Responsible for forwarding IIE-related news, internships, job opportunities, information, etc., to all IIE TRACS members from President/VP.
- Maintain Lobby/5th floor slide show slides.
- Train new Marketing/Communications/Public Relations Director, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President

WEBMASTER

- Maintains chapter web page based on information provided by Marketing Director, performs updates on a regular basis, coordinates content and appearance, posts program schedule, meeting agenda and descriptions, and also inserts links to IIE Website and sites of potential interest to members.
- Maintains Facebook page with upcoming meetings, social events, factory tours, etc.
- Maintains Texas State University’s IIE webpage.
- Train new Webmaster, turn over all records and documents, and ensure smooth transition to next administration.
- Manages IIE meetings (task list) as delegated by President